

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **DECEMBER 11, 2008**

Committee Members Present:

Supervisors Stec
 Belden
 O'Connor
 Bentley
 Tessier
 Champagne
 VanNess
 Kenny
 Merlino

Others Present:

Fred Monroe, Chairman
Hal Payne, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
JoAnn McKinstry, Deputy Commissioner of
Administrative & Fiscal Services
Kevin Geraghty, Budget Officer
Supervisor Girard
Supervisor Goodspeed
Supervisor Strainer
Supervisor Taylor
Supervisor Thomas
Frank O'Keefe, County Treasurer
Richard Murphy, Deputy Commissioner of
Fiscal Services
Rob Lynch, Deputy Treasurer
Todd Lunt, Director, Human Resources
*Please see attached sign-in sheet for additional
members present*
Nicole Livingston, Deputy Clerk

Mr. Stec called the meeting to order at 10:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to approve the minutes of the November 12, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Finance Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Stec commenced the Agenda review, and stated Item 1 was a request for Marilyn VanDyke, of the Warren County Historical Society, to provide a status report on the Warren County History Book. Ms. VanDyke distributed a Progress report on the new Warren County History Book to the Committee members, a copy of which is on file with the minutes. She reviewed the Report in detail with the Committee. Ms. VanDyke thanked the County for being an ongoing contributor to the project.

Mr. Belden questioned how much a copy of the book would cost and Ms. VanDyke replied it would depend on the exact number of pages of the book which had not been determined at this time.

Mr. Stec thanked Ms. VanDyke for the update on the History book.

Mr. Stec advised Item 2 were requests for Transfer of Funds attached for Committee approval and he noted that Supervisory Committee approval had been obtained as necessary.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve Item 2 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec reported that Item 3 was a referral from the Community College Committee and was a request from J. Lawrence Paltrowitz, Esq., Bartlett, Pontiff, Stewart and Rhodes, P.C. to address the Committee regarding the agreement between the Board of Trustees and the Faculty Association of Adirondack Community College.

Mr. Paltrowitz clarified that he wished to discuss agreements regarding the Support Staff, not the Faculty Association. He noted that usually the discussions were held in an executive session. He requested an executive session to discuss collective bargaining negotiations.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 10:05 a.m. to 10:24 a.m.

Supervisor Tessier entered the meeting during the executive session.

Committee reconvened and Mr. Stec announced no action was necessary pursuant to the executive session.

Returning to the Agenda review, Mr. Stec apprised Items 4A through C were referrals from the County Treasurer. Item 4A, he said, was a request for a new contract with Maximus Consulting Services, Inc. for indirect cost analysis, for a lump sum amount of \$6,200 per year for a three year contract, with a three year option at \$6,400 per year, commencing January 1, 2009 and terminating December 31, 2011. He noted that this was the second lowest proposal submitted and the Treasurer's Office had requested to contract with Maximus because they had developed an excellent working relationship with them over the past six years and were very pleased with the work that they performed.

Mr. Stec added that Item 4B was a request for a new contract with Bonadio & Co., LLP for the 2008-2010 Annual Single Audit, for a lump sum amount as follows: three year

contract: 2009 - \$41,000; 2010 - \$43,000; and 2011 - \$45,000. He noted that the lowest proposal submitted by Richard H. Dinolfo, CPA was rejected because he lacked the required Single Audit experience.

Mr. Stec stated that Item 4C was a request to close Capital Project No. H148.9550 280-Landfill Contract to Debt Service.

Mr. Champagne questioned what the balance was remaining in the Capital Project and Rob Lynch, Deputy Treasurer, responded that approximately \$40,000 would be transferred to Debt Service.

Motion was made by Mr. Champagne, seconded by Mr. Merlino and carried unanimously to approve Items 4A through C as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Stec expounded Item 5 was a referral from the Criminal Justice Committee, Public Defender, requesting a Transfer of Funds from A.1990 469-Contingent Fund to various codes in the amount of \$37,542 due to the addition of the 5th Assistant Public Defender on July 1, 2008 and extraordinary expenses, specifically psychiatric evaluation on a client.

Motion was made by Mr. Tessier, seconded by Mr. Belden and carried unanimously to approve Item 5 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec said Items 6A through H were referrals from the Health Services Committee. He noted that Item 6A was referred from the Countryside Adult Home, requesting to amend the 2008 County budget to increase estimated appropriations in the amount of \$98,000 and revenues in the amount of \$49,000, leaving a shortfall of \$49,000 due to the use of Per Diem nurses. He added there was a request for a Transfer of Funds from A.1990 469-Contingent Fund in the amount of \$49,000 to cover the shortfall.

Mr. Belden asked if there were enough funds in the Contingent Fund to cover this request and Joan Sady, Clerk of the Board, replied affirmatively. Chairman Monroe remarked that although the Contingent Fund was being utilized to cover costs, it was the month of December and in previous years he recalled the Contingent Fund decreasing as early as May or June.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Item 6A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec advised Items 6B through D were referred from the Westmount Health Facility. Mr. Stec listed the requests as follows:

- B) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$79,000 to reflect receipt of HCRA Recruitment and Retention grant funds;
- C) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$68,935 to reflect actual Indirect Cost Allocation; and
- D) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$48,000 to reflect receipt of Medicaid 2006/2007 Financially Disadvantaged Program.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to approve Items 6B through D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec said Items 6E through H were referred from the Health Services Department and he listed the requests as follows:

- E) Amending the 2008 County budget to decrease estimated revenues and appropriations in the amount of \$3,000 due to reduction in referrals to the Physically Handicapped Programs;
- F) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$17,370 to reflect receipt of 34% of salary expense for the position of Clinical and Fiscal Informatics Coordinator from State Aid;
- G) Amending the 2008 County budget to decrease estimated revenues and appropriations in the amount of \$17,500 to reflect the expense affiliated with the Early Intervention Coordinator position; and
- H) Amending the 2008 County budget to increase appropriations in the amount of \$74,573 and revenues in the amount of \$58,080 for the Early Intervention Program costs, resulting in a shortfall of \$16,493. He noted there was a request for a Transfer of Funds from A.1990 469-Contingent Fund in the amount of \$9,150 and to authorize the Treasurer to transfer \$7,343 from Unappropriated General Fund Surplus to cover the shortfall.

Motion was made by Mr. Champagne, seconded by Mr. Belden and carried unanimously to approve Items 6E through H as outlined above, and the necessary resolutions were authorized for the next board meeting.

Continuing, Mr. Stec announced Items 7A through D were referrals from the Human Services Committee. He said Item 7A was referred from the Employment & Training Administration, requesting to amend the 2008 County budget to increase estimated

revenues and appropriations in the amount of \$47,875 to reflect receipt of Federal grant funds.

Motion was made by Mr. Champagne, seconded by Mr. Bentley and carried unanimously to approve Item 7A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec added that Items 7B through D were referred from the Office for the Aging. He stated that Item 7B was a request for a Transfer of Funds from A.1990 469- Contingent Fund to various codes in the amount of \$58,000 due to increased costs in variable expenses, combined with the increase in numbers served.

Motion was made by Mr. Kenny, seconded by Mr. Tessier and carried unanimously to approve Item 7B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec said Item 7C was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$7,025 to include Program Year 3 (10/01/08-9/30/09) funds to cover claimed expenses for Hamilton County. He noted Item 7D was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$10,000 to increase the Title IIIC Hamilton County budget due to an increase in travel and food costs.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried unanimously to approve Items 7C and D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec expounded Items 8A and B were referrals from the Planning and Community Development Committee, Planning and Community Development and he listed the requests as follows:

- A) Establishing Capital Project No. H295.9550 280 - Countywide Broadband Study, in the amount of \$30,000, with the source of funding to be A.8021 470 - Planning and Community Development Contract; and
- B) Establishing Capital Project No. H292.9550 280- FWHC- Making the Connection, in the amount of \$525,000 to administer grant award under the LWRP program. He added that the source of funding shall be \$505,000 from grants from local governments (H2703) and an interfund transfer (H5031 to A.8029 470) in the amount of \$20,000.

Motion was made by Mr. Belden and seconded by Mr. Champagne to approve Item 8A as presented.

Chairman Monroe referred to Item 8A and pointed out that the Chairman of the Adirondack Association of Towns and Villages had been working with State Officials towards securing funding for broadband for the southern portion of the Adirondacks, including Warren, Washington and Saratoga Counties. He said it appeared as though the efforts were becoming successful which could reduce the County's expenses with regard to the project.

Following discussion, Mr. Stec called the question and the motion was carried unanimously to approve Item 8A as outlined above, and the necessary resolution was authorized for the next board meeting.

Concerning Item 8B, Mr. Champagne requested Hal Payne, Commissioner of Administrative & Fiscal Services, to explain the discussions held at the Occupancy Tax Coordination Committee meeting regarding the position of an Events Coordinator with regard to the First Wilderness Heritage Corridor (FWHC)- Making the Connection Project, with the cost of \$50,000 for the position to be partially funded through this grant.

Mr. Payne corrected Mr. Champagne and stated the salary for the Events Coordinator would be \$35,000 and the request had been for the position to be funded with occupancy tax funds. Mr. Kenny, as Chairman of the Occupancy Tax Coordination Committee, advised that the proposal had been made by the Planning and Community Development Department to create a consultant Events Coordinator position which would promote events along the FWHC, which included the Towns of Stony Creek, Thurman, Warrensburg, Lake Luzerne, Chestertown and Johnsburg. He added that the proposal did not receive approval due to the lack of a majority vote. Mr. Kenny noted that the request had been referred to the next Occupancy Tax Coordination Committee meeting.

Motion was made by Mr. Champagne and seconded by Mr. Tessier to approve Item 8B as presented.

Mr. Kenny requested specifics regarding the request from someone in the Planning Department because he was under the assumption that the \$525,000 grant was solely for the FWHC.

Discussion ensued. Wayne LaMothe, Assistant Director of the Planning and Community Development Department, entered the meeting at 10:46 a.m.

The Committee requested Mr. LaMothe to provide a detailed explanation of the FWHC grant being discussed.

Mr. LaMothe explained that the proposed position of the Events Coordinator would be contracted through the County and would not be a County employee. He further stated that the grant required a 50% local match and the towns would provide the funding towards specific events. He said that the grant award was for \$505,000 and the Planning and Community Development Department had done an interfund transfer in the amount of \$20,000. He clarified that the County had to match the grant with an amount of \$505,000 which was being obtained through the donation of the Kellogg Property, the force account labor that would be partially used to rehabilitate the buildings, as well as the \$400,000 bond for the rail-line to match the Federal highway funds; therefore, he said, the local match was in place for the grant.

Mr. Kenny questioned if when the grant application was submitted, was the issue of an Events Coordinator included in the application and Mr. LaMothe responded affirmatively. Paul Dusek, County Attorney, clarified only a piece of it was included because Mr. LaMothe was going to seek to have that position revised through the agreement with the State. Mr. LaMothe agreed and added that the State was interested in having this component move forward.

Discussions continued and following discussions, Mr. Stec called the question and the motion was carried by majority vote to approve the request to establish Capital Project No. H292.9550 280- FWHC- Making the Connection, in the amount of \$525,000 as outlined above, with Mr. Kenny voting in opposition. The necessary resolution was authorized for the next board meeting.

Returning to the Agenda review, Mr. Stec expounded Items 9A and B were referrals from the Public Safety Committee, Sheriff & Communications and he listed the requests as follows:

- A) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$53,364 to reflect receipt of insurance recoveries; and
- B) Requesting 2008 revenues to be used as revenues in 2009 in the amount of \$12,876 to allow remaining grant funds to be utilized in 2009 for future LETPP grant projects.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve Items 9A and B as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Stec apprised Items 10A through P were referrals from the Public Works Committee, DPW, and he noted that two of the items required corrections. He said that Item 10H did not require a transfer of funds from A.9950 910-Transfers- Capital Projects because the costs were covered by the State Marchiselli grant funds. He added that Item 10K required a correction to the amount requested to increase the Capital

Project and the correct amount was \$110,000 as opposed to \$135,000. Mr. Stec listed the requests as follows:

- A) Amending the NYSDOT grant for the Queensbury Avenue Improvement Project in the amount of \$55,000 to include Supplemental Master Agreement No. 4 for additional Marchiselli funding;
- B) Amending the NYSDOT grant for the Tannery Road Bridge Replacement in the amount of \$26,520 to include Supplemental Master Agreement No. 3 for the Engineering Phase;
- C) Increasing Capital Project No. H258.9550 280- Tannery Road Bridge Replacement in the amount of \$45,216 to include Supplemental Agreement No. 3, with the source of funding to be as follows: \$21,216 Federal share; \$1,000 State Marchiselli funds and \$23,000 to be transferred from A.9950 910-Transfers-Capital Projects;
- D) Amending the NYSDOT grant for the Grist Mill Bridge in the amount of \$19,380 to include Supplemental Master Agreement No. 3 for the Engineering Phase;
- E) Increasing Capital Project No. H259.9550 280- Grist Mill Bridge Replacement in the amount of \$26,504 to include Supplemental Agreement No. 3, with the source of funding to be as follows: \$15,504 Federal share and \$11,000 to be transferred from A.9950 910-Transfers-Capital Projects;
- F) Amending the NYSDOT grant for the Starbuckville and Chester Creek Bridges in the amount of \$38,100 to include Supplemental Master Agreement No. 5 in order for the County to seek final reimbursement from NYSDOT;
- G) Amending the NYSDOT grant for the Corinth Road/Main Street/Broad Street project in the amount of \$257,869 to include Supplemental Agreement No. 3 which adds approved Marchiselli Funds to the Preliminary Engineering and Right-of-Way phases of the project;
- H) Increasing Capital Project No. H199.9550 280- Corinth Road/Main Street/Broad Street in the amount of \$257,869 to include State Grant Marchiselli Funds. Mr. Stec reminded the Committee that no transfer was needed;
- I) Increasing Capital Project No. H277.9550 280- Beach Road Reconstruction in the amount of \$70,000 with the source of funding to be transferred from A.9950 910-Transfers-Capital Projects;
- J) Increasing Capital Project No. H260.9550 280- Alder Brook Road Bridge Replacement in the amount of \$4,300 with the source of funding to be transferred from A.9950 910-Transfers-Capital Projects;
- K) Increasing Capital Project No. H166.9550 280- LG Basin Sewer Project in the amount of \$110,000 with the source of funding to be transferred from A.9950 910-Transfers-Capital Projects;
- L) Establishing Capital Project No. H293.9550 280-County Center Electrical Panel Replacement in the amount of \$120,000 for the permanent repair of the Municipal Center main electrical panel, with the source of funding to be transferred from A.9950 910-Transfers-Capital Projects;

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- M) Rescinding Resolution No. 205 of 2008, which authorized a bond resolution for bridge reconstruction, repainting and rehabilitation, at a cost not to exceed \$250,000;
 - N) Closing Capital Project No. H285.9550 280- Bridge Maintenance Projects-2008;
 - O) Closing Capital Project No. H149.9550 280- Burt Murray Bridge Replacement and transferring remaining funds (approximately \$155,000) to Bridge Replacement/Repair Reserve; and
 - P) Establishing Capital Project No. H294.9550 280- Peaceful Valley Road Bridge Rehabilitation in the amount of \$429,000, with the source of funding to be as follows: \$232,000 to be transferred from Bridge Replacement/Repair Reserve; \$15,000 to be transferred from D.5110 465 Road and Bridge Materials; \$130,000 to be transferred from D.5110 470 Contract; and \$52,000 to be transferred from A.9950 910- Transfers-Capital Projects.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve Items 10A through P as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Stec stated Items 11A and B were referrals from the Social Services Committee. Item 11A, he said, was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$180,000 to reflect receipt of State reimbursement. He added that Item 11B was a request to amend the 2008 County budget to increase and decrease estimated revenues and appropriations in the amount of \$51,000 to balance the budget.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve Items 11A and B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec reported Items 12A and B were referrals from the Support Services Committee, Board of Elections. He noted Item 12A was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$1,045 to reflect receipt of grant funds from HAVA Voter Education & Poll Worker Training grant contract. He said Item 12B was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount \$293,750 to identify voting systems purchased through OGS and SBOE on behalf of Warren County Board of Elections.

Motion was made by Mr. VanNess, seconded by Mr. Tessier and carried unanimously to approve Items 12A and B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec expounded Item 13 was a referral from the Tourism Committee, requesting to amend the 2008 County budget to increase estimated revenues and appropriations

in the amount of \$10 to reflect revenues received for the 2008 Consumer Show Brochure Distribution.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Item 13 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec apprised Item 14 was a request to ratify the actions of the District Manager of the Soil & Water Conservation District in the signing of the agreement with Vision Engineering, LLC. in relation to the new office building. Mr. Stec recognized that Dave Wick, District Manager of the Soil & Water Conservation District was present at the meeting.

Mr. Thomas commented that the engineer had been hired to design the foundation and he reminded the Committee members that originally the entire project was to be completed as one package; however, he noted, the contracts for the building and the foundation had been separated, thereby requiring a Change Order. Mr. Wick advised that the project was still well under budget.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve Item 13 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec said that Item 15 was a request to ratify the actions of the Chairman of the Board of Supervisors for the execution of Change Order No. 1 for the foundation portion of the project for the new Soil & Water office building for an amount not to exceed \$365.

Motion was made by Mr. Tessier, seconded by Mr. Belden and carried unanimously to approve Item 15 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas announced two other items had arisen with regard to the new Soil & Water Conservation District Office that required Committee action. He stated that a directional boring for the waterline had been installed at a cost of \$4,000 and \$1,000 for materials, necessitating Change Order No. 2. He added that the other matter was the construction of a pole barn which had been included in the total price of the project and totaled approximately \$12,000 and required Change Order No. 3. Mr. Wick stated that the costs for both Change Order Nos. 2 and 3 were included in the total cost and the project was still \$35,000 under the original amount budgeted.

Mr. Stec suggested that Item No. 15 be amended to include Change Order Nos. 2 and 3 as discussed.

Mr. Tessier amended his motion to include Change Order Nos. 2 and 3 as outlined above. Mr. Belden seconded the amended motion and the motion was carried unanimously to approve the request to ratify the actions of the Chairman of the Board relative to the signing of Change Order Nos. 1, 2 and 3 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec recommended moving to Agenda Item 18 and advised that Finance Committee action was required on the following items, which were approved by the Personnel Committee: Item Nos. 1A and 2C.

Motion was made by Mr. VanNess, seconded by Mr. Tessier and carried unanimously to approve Item 18 as outlined above.

Returning to Agenda Item 16, Mr. Stec stated that Chairman Monroe had requested permission to address the Committee to report on the lease of office space for Judge-elect Muller.

Chairman Monroe reminded the Committee members that the County was responsible to provide office space for Supreme Court Judge-elect Muller and added that the County Facilities Committee had reviewed the matter. He further explained a number of proposals had been received; however, after researching the options, Judge-elect Muller had determined that the office space located in the Trustco Bank Building would be suitable. He noted the available location offered over 2,400 square feet and that the cost to lease the office space would be \$38,000 per year. Chairman Monroe apprised they had met with Peter Hoffman, owner of the Trustco Building, to discuss a possible five-year lease agreement. He added that the agreement included that if the rent was paid in advance as opposed to a monthly basis, years one through three would cost \$33,000 per year and years four and five of the lease, the payment would be \$35,000 per year. Another advantage to the Trustco location was that there was a private parking lot which Mr. Hoffman maintained.

Discussion ensued regarding options for office space for Judge-elect Muller, as well as the definition of 'Class A' office space as required by the State.

Motion was made by Mr. Kenny and seconded by Mr. VanNess to approve a five-year lease agreement with Mr. Hoffman for office space located in the Trustco Bank Building for Judge-elect Muller.

Mr. Stec interjected that a source of funding to cover the cost of the lease would need to be determined.

Mr. Kenny amended his motion to include the source of funding for the five-year lease for office space located in the Trustco Building shall be transferred from the Contingent Fund in 2009. Mr. VanNess seconded the amended motion. Mr. Stec called the question

and the motion was carried by majority vote to approve the request as outlined above, with Messrs. Belden, Stec and Merlino voting in opposition.

Concluding the Agenda review, Mr. Stec expounded that Items 17A and B were requests from Paul Dusek, County Attorney, to address the Committee regarding the following:

- A) an executive session to discuss pharmaceutical litigation; and
- B) an executive session to discuss another matter in litigation.

Mr. Dusek said prior to the executive session, he had another item to discuss with the Committee. He reported that Resolution No. 747 of 2008 that was adopted at the November Board meeting authorized the renewal of the agreement with the State of New York Unified Court System for the court cleaning and maintenance services; however, he said, it was brought to his attention that the resolution needed to be rescinded because it was not a renewal of an agreement, it was a new five-year contract; thereby necessitating a new resolution be developed.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to rescind Resolution No. 747 of 2008 and to authorize a new five-year contract with the State of New York Unified Court System for the court cleaning and maintenance services, as presented, and the necessary resolution was authorized for the next board meeting.

Mr. Dusek requested an executive session to discuss matters of litigation.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously that executive session be declared pursuant to Section 105 (d) of the Public Officers Law.

Executive session was declared from 11:37 to 11:59 a.m.

Committee reconvened and Mr. Stec announced that no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Bentley, Mr. Stec adjourned the meeting at 12:00 noon.

Respectfully submitted,

Nicole Livingston, Deputy Clerk